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CENTRALIZED JOB APPLICATION KIT

Working To Support Our Customers

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INTRODUCTION

The Civilian Personnel Operations Centers (CPOC) are committed to meeting the needs of their customers through initiative and innovation. CPOCs use an automated system to fill vacancies. The system, called Resumix, requires the submission of a resume. The system uses state-of-the-art optical character recognition (OCR) software and a patented skills extraction system to read your Resume. Through this kind of leading edge technology, CPOCs ensure that your application information is accurately extracted and securely stored.

The instructions in this Application Kit do not apply to our recruitment of candidates outside of the Federal Government. Such external recruitment is handled by our Delegated Examining Unit which uses separate application procedures.

At publication time, two Civilian Personnel Operations Centers are not covered by the procedures of this Application Kit. These are the West and the Korea Regions. Applicants for positions serviced by these two regions should refer to the job kits published by regions – and carefully follow the instructions found in vacancy announcements. You will find the job kits of these two regions on their respective web sites. These are easily accessed by going to <http://www.cpol.army.mil> and clicking on Links, select Regional Homepages, select the appropriate region and click on Employment.

To standardize the application processes across all of Army, the West will migrate from their current system inventory based recruiting system later in 2003. At that time, the West will be incorporated into a DA-wide Job Kit.

This Job Application Kit is a guide to the application preparation process for General Schedule (GS) and Wage Grade (WG) positions. This guide contains information to aid you in successfully completing your Resume and applying for employment and/or position changes.

PREPARING YOUR RESUME

You should start by thinking about your career goals. Focus on defining and identifying all of the skills you currently possess, particularly those that are related to the positions that you are interested in applying for. The computer extracts information from your resume. Make sure you describe your experience in sufficient detail with concrete words rather than vague descriptions. For example, it's better to use "managed a team of software engineers" rather than "responsible for managing, training, disciplining and providing guidance to..." It is very important to understand that the automated system has the ability to extract and retain a limited number of skills from your Resume. This means that you will want to use judgement when including skills that may be outdated or no longer used in the workplace. An example might be that you would avoid including that you once operated a manual typewriter.

The resume you prepare is not intended to be the "working history" found on the SF 171's previously used to apply for Federal positions. It is not necessary to prepare and submit a resume for each vacancy announcement. The most recent resume submitted will replace the current resume on file. If your description of duties combines Federal civilian positions at different grade levels, make sure you include the month, day and year (MM/DD/YY) promoted to each grade. The same should be followed in deciding which specific education and training information to place on your Resume to support your qualifications. Some positions require a college degree where you will be required to submit a transcript if specified in the vacancy announcement or if you are selected for a job. Please ensure that you provide all required documentation needed to receive consideration for the job.

By submitting your resume you are confirming the following certification: I am certifying that, to the best of my knowledge and belief, all of the information provided is true, correct, complete and made in good faith. I understand that false or fraudulent information may be grounds for not hiring me or for firing me after I

begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

USING THE ARMY RESUME BUILDER

Use the Army Resume Builder (https://cpol.army.mil/rb/rb_entry.cgi) to prepare your resume and supplemental data if at all possible. This is the best way to apply and is the way to receive rapid employment consideration. If you do not have a computer at home with connection to the world-wide web, we recommend that you check with your local library since many libraries now have computers for use by their customers.

The Army Resume Builder is designed to help ensure that your resume can be electronically read. It contains "Help" information to guide you in deciding if you are eligible for consideration for the vacancy. When you have completed your resume and supplemental data they will electronically flow into the centralized Resumix database after you click on "Submit". You can now go to the listing of Army's Vacancy Announcements (<http://www.cpol.army.mil>) click on Employment, then Army's Vacancy Announcements) to find vacancy announcements of interest to you and for which you are within the area of consideration.

REVIEW OF RESUMES

A review of your resume for eligibility and qualifications will be done prior to the referral list being issued to the selecting official.

You are reminded that all information included in the resume is subject to review and verification. Authorized legal and regulatory penalties may be imposed on employees submitting false information. Falsification of your Resume could result in termination of Federal employment, and may be punishable by fine or imprisonment.

CHECKING THE STATUS OF YOUR RESUME

The Applicant Notification System Web Enabled Response (ANSWER), an on-line applicant notification system, will provide you information on your resume, self-nominations that you have submitted and the status of any jobs for which you have applied. ANSWER is also the best way for reviewing your most recent resume on file. If you do not already have an ANSWER account, you may create one using the instructions located on the log-on page. To reach ANSWER, go to <https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp>. If you have questions regarding your status viewed on ANSWER, please use the "Answer Mail" feature to submit questions. If you do not have an ANSWER account established and need assistance, e-mail your question(s) to applicanthelp@cpsrxtp.belvoir.army.mil

Resumes from applicants not permanently employed by the Department of the Army will be retained in the database for six (6) months from date of last submission of resume, date last accessed, or until selected for a position.

Resumes from current permanent Dept of the Army civilian employees will be retained in the database until the employee either updates their Resume or is selected for a position through Resumix.

SUBMITTING RESUME BY MAIL

If you cannot use the Army's Resume Builder, you may prepare a resume and supplemental data on a typewriter or word processor and mail it. Your resume will then be scanned electronically into our automated system. It is important that you carefully follow the "**Do**" and "**Do not**" rules listed below to ensure that your resume can be scanned and accepted into the system. Due to the poor quality of resumes submitted by FAX and the subsequent problems with scanning and extracting skills from faxed resumes, you may not fax your Resume.

DO	DO NOT
<ul style="list-style-type: none"> • Do provide a laser printed original or typewritten original or high quality copy. • Do type with black ink on 8.5" X 11" white bond paper, printed on one side only. • Do use a minimum margin of 1 inch on all sides of your printed Resume. • Do use a COURIER font, 12 point (Word processor); Courier font, 10 pitch (typewriter) • Do use all capital letters for section headings. • Do type your name and social security number in the BOTTOM left corner of each additional page of the Resume. • Do be specific when naming the computer software, types of equipment, etc., with which you have experience. • Do describe your experience with specific words rather than vague generalizations. • Do proofread and spell-check your Resume. • Do limit your resume to no more than three pages. The supplemental data does not count against this three-page limit. • Do mail your resume and supplemental data, unfolded in an envelope 9.5"X12" or larger to: Northeast Civilian Personnel Operations Center Central Resume Processing Center 314 Johnson Street Aberdeen Proving Ground, MD 21005-5283 	<ul style="list-style-type: none"> • Do not use a dot matrix printer or low quality copies. • Do not staple, fold, bind, or punch holes in your Resume. • Do not use vertical lines, horizontal lines, graphics and boxes. • Do not use onion skin or heavy weight paper. • Do not use two-column format or Resumes that look like newspapers. • Do not use fancy fonts such as <i>italics</i>, <u>underlining</u>, or shadows. • Do not use acronyms or abbreviations, other than to describe type of systems used. • Do not submit your Resume on colored paper. • Do not submit any documentation not specifically requested. • Do not expect your Resume or any documents submitted to be returned. • Do Not write on your resume. • Do Not fax your resume. • Do Not submit SF171 or OF612.

RESUME CONTENT and SAMPLE RESUME

The automated system extracts information from your Resume to compare with job requirements. In order to ensure accurate extraction (identification of job-related skills), you should develop your Resume according to the following guidelines.

RESUME CONTENT	SAMPLE RESUME
Full Name (First MI Last) Home Address (City, State, Zip Code) Home Phone Number (including country code or area code) Work Phone Number (including country code or area code) DSN Phone Number (if appl) Typing Speed (if appl) Use exact speed, do not use a range Steno/Dictation Speed (if appl) Use exact speed EXPERIENCE: Start and End Dates (MM/DD/YY); Hours Worked Per Week; Position Title, Pay Plan, Series, Grade (If Federal Civilian Position); Salary. <u>If experience entry describes Federal civilian positions at different grade levels, include month and year for each grade;</u> Employer's Name and Complete Address; Supervisor's Name and Telephone Number; All Major Duties; (Include in your description any systems you have worked on; any software programs you have used; any special programs you have managed; any regulations, directives, etc. you have used; any other job-related information you would like to include.) EDUCATION: Provide your highest level of education. If	FRANCINE T REX 186 Southeast Ave Aberdeen MD 21001 410 272-7119 H 410 273-1110 W 458-1212 DSN Typing: 70 WPM Stenography/Dictation Speed: 120 WPM EXPERIENCE 01/21/93 - Present, 40 Hours per Week, Human Resource Advisor, \$46,321 PA, Bell Atlantic, 3490 Hillsdale Street, Baltimore, MD 23001, Kenneth Barnes, (410) 393-8670. Serve as a Human Resource Advisor for Bell Atlantic employees in the Baltimore area. Provide face-to-face counseling with employees on health insurance and life insurance options. Counsel employees on retirement benefits. Provide information to regional manager and division managers on filling positions. Coordinates with state employment offices on position openings. Evaluate candidate qualifications. Prepared work year management reports. Developed pay setting plan. 04/02/91 - 01/20/93, 40 Hours per Week, Personnel Management Specialist, GS-0201-12, \$42,068 PA, Promoted to GS-12 in Apr 92, Heidelberg Civilian Personnel Office, Heidelberg GE, Gayle Evans, 011-49-6221-57-6449. Served as the Personnel Staffing Specialist for seven major organizations under HQ USAREUR. Performed organizational and position management reviews. Developed and recommended personnel policies and personnel regulations in all human resource functional areas. Chaired reorganization committee. Tasked with high grade program administration and execution. Compiled directorate awards program policy. 09/02/89 - 04/01/91, 40 Hours per Week, Personnel Staffing Specialist, GS-0212-11, \$38,827 PA, Fort Devens Civilian Personnel Office, Fort Devens MA 01746, Frances West, (508) 365-9000 Provided recruitment and placement services for major units. Developed recruitment strategy and crediting plans. Developed vacancy announcement. Evaluated candidate applications. Referred candidates for consideration. Provided health benefits, life insurance counseling.

RESUME CONTENT	SAMPLE RESUME
<p>degree completed (e.g., AA, BA, MA) list major field of study, name of school, year degree awarded and GPA. Resume must include courses and semester/quarter hours for positive education requirement positions. If your highest level was high school, list either highest grade completed, year graduated or date you were awarded GED.</p> <p>SPECIALIZED TRAINING: Training courses you have completed and consider relevant to your career goals. Indicate dates and length of training.</p> <p>LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION: Professional licenses and certificates including date(s) certified and the State where it was awarded. List any awards and any other information (e.g. language proficiencies, professional associations, etc) pertinent to your career goals. For each additional page of your Resume, you must include your full name and Social Security Number on the BOTTOM left hand corner.</p> <p>NOTE: Your resume may not exceed 3 pages, <u>excluding</u> the following general supplemental data information.</p>	<p>EDUCATION BA, Personnel Management, Boston College, Boston, MA, 02337, May 89, GPA 3.75 BA, Accounting, University of Maryland, College Park, MD 21213, May 95, GPA 3.40, Accounting I (3 sem hrs), Accounting II (3 sem hrs), Tax Accounting (3 sem hrs), Managerial Accounting (3 sem hrs), Intro to Governmental Accounting (3 sem hrs), Business Law I (3 sem hrs), Intermediate Accounting I (3 sem hrs), Intermediate Accounting II (3 sem hrs) MS, Computer Science, University of Maryland, College Park, MD 21213, May 97, GPA 3.80</p> <p>SPECIALIZED TRAINING Advanced Staffing, Dec 89, 2 weeks; Advanced Recruiting Techniques, May 91, 1 week; Management Development Seminar, July 93 2 weeks; Job Analysis Techniques, Jun 94, 1 Week; Interviewing Techniques, Apr 95, 1 Week</p> <p>LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION Licensed Compensation Analyst; Aug 94 Human Resource Advisor of the Year/Mid-Atlantic Region; Federal Women's Association; Fluent in the German language.</p> <p>FRANCINE T REX, 198673021</p>

SUPPLEMENTAL DATA

- The standard Supplemental Data below must be used when submitting a resume. Failure to submit supplemental data may result in you not receiving consideration.
- An asterisk (*) denotes a required field. This required information must be submitted with your resume.

You may submit Supplemental Data by:

- Entering data on a separate 8.5" x 11" sheet of white bond paper and mailing it along with your Resume
- E-mailing data along with your Resume

*Begin **Supplemental Data** (The words "Begin Supplemental Data" must appear at top of the page)

*Name

*Social Security Number:

*1. Citizenship:

U.S Citizen
Local National
Non U.S. Citizen

*2. Are you a current permanent Federal civil service employee? (Yes/No)

- If No, skip to question 3.
- If Yes: Are you a permanent civil service employee of the Department of the Army? Yes/No
If you are a current permanent Army civilian, please indicate the Civilian Personnel Operations Center (CPOC) that services your position
Northeast CPOC
North Central CPOC
South Central CPOC
Southwest CPOC
West CPOC
Pacific CPOC
Europe CPOC
Korea CPOC

3. Highest Federal civilian grade held on a permanent appointment:

Pay Plan and Grade
Number of months you held this grade:
Dates highest grade held: (format: MM/DD/YYYY):
From: To:

4. If you are currently a Federal civilian employee, please give the date of your last appraisal (format: MM/DD/YYYY):

Was this appraisal fully satisfactory or better? (Yes/No)

5. Period of Military Service (format: MM/DD/YYYY)

From: To:
From: To:

6. Retired Military? (Yes/No)

If Yes, enter Rank at retirement

Rank

Date of Retirement:

*7. Claiming veteran preference? (Yes/No) (See Description of Veterans Preference)

Preference Type:

None

5-Point

10-Point Disability

10-Point/Compensable

10-Point/Other

10-Point/Compensable/30 Percent

*8. Indicate your employment category(ies). List all that apply. The chart under How to Apply will assist you in determining your employment eligibility.

In-service Army eligible

30 percent Disabled Veteran

VRA eligible

VEOA eligible

EO 12721 eligible

Transfer eligible

Reinstatement eligible

ICTAP eligible

Person with Disabilities eligible

DCIPS/CIPMS Interchange eligible

NAF Interchange eligible

Other Interchange Agreement

specify: _____

Outstanding Scholar eligible

Non Status eligible

DCIPS employee applying for DCIPS

Student Employment

Summer Employment

Military spouse pref eligible

Family member pref eligible

Family member no pref eligible

Family member youth part-time

Reemployment Annuitant

*9. Date of Birth: (format: MM/DD/YYYY)

10. Gender (optional): (Male/Female)

11. Race and National Origin (optional):

American Indian or Alaskan Native
Asian or Pacific Islander
Black, Not of Hispanic origin
Hispanic
White, not of Hispanic origin
Asian Indian
Chinese
Filipino
Guamanian
Hawaiian
Japanese
Korean
Samoan
Vietnamese
All Other Asian or Pacific Islanders
Not Hispanic in Puerto Rico

*12. Work schedule(s) you are willing to accept:

Full-Time
Intermittent
Part-Time
Shift Work

*13. Indicate all the types of employment you are willing to accept:

Permanent
Temporary, 7-12 months
Temporary, 1-6 months
Term, 1-4 years
Competitive detail
Temp promotion up to 5 years

COMPLETE THE INFORMATION BELOW IF YOU ARE INTERESTED IN OVERSEAS POSITIONS

14. Complete both entries:

a. Sponsor:

Active Duty Military
DOD Civilian USA Hire
DOD Civilian Local Hire
Contractor Employed U.S. Citizen
Self - I am the sponsor
No affiliation with U.S. Forces Overseas

b. Specify Relationship to Sponsor e.g., self, spouse, child.

15. Sponsor's Date Estimated Return from Overseas (DEROS)

(format: MM/DD/YYYY):

16. Do you hold dual nationality with any country outside the USA?

If yes, which country?

17. Do you currently hold a work permit for any countries outside the USA?
(Yes/No)
If yes, please list those countries for which you hold a work permit:
18. Date of arrival in Host country, if applicable? (format: MM/DD/YYYY)
19. Are you presently living in host country without affiliation with U.S. forces or civilian component?
(Yes/No)
20. Are you currently on Leave Without Pay? (Yes/No)
If yes, please enter expiration date –
21. European Locations (Select one or more Geographic overseas locations for which you are interested):
Belgium: Brussels, Chievres, SHAPE
England: Hythe, Menwith Hill, Molesworth
Germany: Ansbach/Katterbach, Aschaffenburg, Babenhausen, Bad Aibling, Bad Kissingen, Bad Kreuznach, Bad Nauheim, Bamberg, Baumholder, Bitburg, Buedingen, Butzbach, Darmstadt, Dexheim, Einsiedlerhof, Frankfurt/Roedelheim, Friedberg, Garmisch, Geibelstadt, Gelnhausen, Germersheim, Giessen, Grafenwoehr, Hanau, Heidelberg, Hohenfels, Idar-Oberstein, Illesheim, Kaiserslautern, Kitzingen, Landstuhl, Mannheim, Miesau, Munich, Oberammergau, Pirmasens, Ramstein, Schweinfurt, Schwetzingen, Seckenheim/Friedrichsfeld, Spangedalem, Stuttgart, Vilseck, Vogelweh, Wiesbaden, Wuerzburg
Italy: Livorno, Rome, Vicenza, and Verona
Kuwait: Camp Doha
Netherlands: Brunsum, Coevorden, Eygelshoven, Landgraaf, Maastricht, Rotterdam, Schinnen/Kerkrade
Qatar: Qatar
Saudi Arabia: Dhahran, Jeddah, Riyadh, Tabuk, Taif

Follow these instructions to indicate your interest in open-continuous announcements for Europe vacancies: List your geographic location(s) at item 21 on your General Supplemental Data. You must select at least one location if you plan to self-nominate for open-continuous announcements. You may not select an entire country. Selecting a country will result in you not receiving consideration for any of the open-continuous announcements you choose. Once you have a resume on file which has identified the geographic locations in which you are willing and able to work, you can self-nominate for open-continuous announcements. Keep in mind that open-continuous positions are filled as vacancies occur. For this reason, you may not see immediate results in ANSWER. If you fail to select geographic locations on your general supplemental data you will not receive consideration for open-continuous announcements for which you self-nominate.

WHEN TO SUBMIT A NEW RESUME

You must submit a new resume after you have accepted a position **OR** a change occurs in any of the following: name, address or telephone number. You should also submit a new resume if you have new work experience that has given you new skills and knowledge not reflected in the resume that you have on file.

HOW TO APPLY

Only Resumes will be accepted. You are encouraged to use the Army Resume Builder. It is the preferred method of submission. Resumes can also be e-mailed or mailed. DO NOT submit using all methods at the same time. The most recent resume submitted will replace the current resume on file. Your resume must be received by the closing date (unless otherwise specified in the announcement).

NOTE: Unless specifically stated in the announcement, do not submit documentation supporting your status/eligibility when you apply. All job offers are contingent upon the candidate providing required documentation immediately after notification of selection. Failure to provide the documentation listed in the chart below within three days may result in withdrawal of the job offer.

Use the chart below to assist you in determining your employment eligibility for item #8 of the general supplemental data. You may be eligible for more than one category. Select all categories where you meet the description.

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
Inservice, Army Eligible	A permanent Department of Army civilian .	None, except for position unique requirements.
30 Percent Disabled Veteran	Prior military service members with a disability rating of 30 percent or more. No time limit.	All DD-214(s) showing type of discharge, SF-15 and supporting documentation; i.e., VA letter dated within 1 year
Veteran Recruitment Appointment (VRA) Eligible	Includes - -- Disabled Veterans; or -- Veterans who have been awarded a campaign badge, Armed Forces Expeditionary Medal (AFEM) or Armed Forces Service Medal (AFSM); or -- Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years. -- There is no length of service requirement.	-- All DD-214(s) (Member 4 copy) - Documentation from the Military Personnel Office, if within 120 days of retirement or separation. -- After discharge, submit DD-214 (Member 4 Copy) -- SF-15 (if claiming compensable disability or other 10-point veterans' preference) and supporting documentation, i.e., VA letter dated within 1 year.

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
Veterans Employment Opportunities Act (VEOA) of 1998 (P.L.105-339)	To be eligible for this type of appointment, you must be a preference eligible or veteran separated after substantially completing 3 or more years of continuous active service performed under honorable conditions. (“Active service: defined in title 37, United States Code active duty in the uniformed services and includes full-time training duty, annual training duty, National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned.”)	All DD-214(s) (Member 4 copy) - Documentation from the Military Personnel Office if within 120 days of retirement/separation. After discharge, submit DD-214 (Member 4 copy) - SF-15 (if claiming a compensable disability or other 10-point veterans’ preference) and supporting documentation; i.e., VA letter dated within 1 year.
Executive Order 12721 Eligible	Worked as an appropriated fund Federal employee overseas while a family member of a civilian employee, NAF employee, or uniformed service member serving overseas. Must have accumulated 52 weeks creditable service, received a fully successful or better performance rating, and returned to the U.S. from the overseas tour of duty and must meet time requirements.	SF-50’s verifying you completed the required 52 weeks of creditable overseas service - Orders returning you to the United States - Current performance rating
Transfer Eligible	Current permanent, competitive service, non-Department of Army Federal civilian employee	Copy of most current SF-50 showing status

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
Reinstatement Eligible	Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility. A former competitive service tenure group 1 Federal employee; a former competitive service career-conditional tenure group 2 Federal employee who has less than a 3-year break in service; a current DCIPS civilian employee serving on a permanent appointment and applying for permanent non-DCIPS position who does not meet the eligibility requirements under the DCIPS interchange agreement but who is a former competitive service tenure 1 or 2 Federal employee; or a former competitive service career-conditional tenure group 2 Federal employee who is entitled to veterans preference.	SF-50/SF-50B showing the date of separation from last career or career-conditional appointment - All DD-214(s) (Member 4 copy), if applicable
Interagency Career Transition Assistance Plan (ICTAP) Eligible	Current or former employees displaced from non-DOD agencies.	Candidates must submit proof of eligibility (as identified in 5CFR 330.707(a)(2) with their resume to receive this special selection priority. Contact your servicing agency for more information about the ICTAP program
Severely Disabled	Applicant has a severe physical or mental impairment certified by a state vocational rehab service that limits one or more major life activities.	Letter dated within the last year from a State Vocational Rehabilitation Service or from the Department of Veterans Affairs
DCIPS/CIPMS Interchange Agreement Eligible	Currently serving on a CIPMS appointment without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a CIPMS position. May be appointed only to permanent positions based on this authority.	SF-50s verifying you completed the required 1 year continuous service and showing the date of separation, if applicable

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
NAF Interchange Agreement Eligible	Currently serving on a NAFI or AAFES position without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a NAFI or AAFES position. May be appointed only to permanent positions based on this authority.	NAFI/AAFES – DA Form 3434 or AAFES Form 1200-75 verifying you have completed the required 1 year continuous service and showing the date of separation, if applicable – Verification letter from Personnel Office
Other Interchange Agreement	A person currently employed in another U.S. Federal Service position covered by an existing interchange agreement with the Office of Personnel Management, such as TVA.	SF-50 showing you have completed requirements for the interchange.
Outstanding Scholar	US citizen college graduate with a GPA of 3.45 or higher on a 4.0 scale for all undergraduate work or have graduated in the upper 10% of their class or major university subdivision.	Official Transcript
Inservice DCIPS Eligible	A current DCIPS civilian employee serving on a permanent appointment and applying for DCIPS positions	None, except for position unique requirements
Non Status	All applicants without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government.	None, except for position unique requirements

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
Military Spouse Preference (Overseas)	<p>The spouse of an active duty military member (sponsor) of the U.S. Armed Forces who accompanies their military sponsor on a permanent change of stations (PCS) move. To receive preference, the spouse must be married to the military sponsor before reporting to the new duty assignment. MSP applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the "best qualified" for the vacancy for which you are applying. Effective 1 June 2001, DoD has approved MSP CHOICE, a two-year test for the European Theater. Under this directive, military spouses will not lose MSP when accepting a temporary or term position or a permanent position with a flex or intermittent on-call work schedule. MSP is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position.</p> <p>NOTE:</p> <ul style="list-style-type: none"> -- MSP applies to initial employment at the overseas location. Once the spouse accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through MSP. -- MSP is lost when the spouse accepts or declines an offer of a continuing position or declines a job interview for a continuing position. -- A continuing position is a permanent full-time or part-time position. This includes positions with non-appropriated fund (NAF) organizations or AAFES. -- MSP can be used only once during the sponsor's tour. Once used, the spouse competes as a family member without preference. 	Sponsor's PCS orders and military ID card

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
Family Member with Preference (Overseas)	<p>The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency (including NAF activities) whose duty station is in a foreign area. This category does not apply to family members of contractors. FMP applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting areas of the sponsor's duty station. FMP also applies when an active duty member of a dual military couple exits the service overseas and applies for civilian employment as a family member.</p> <p>NOTE:</p> <ul style="list-style-type: none"> --FMP applies to initial employment at the overseas location. Once the FM accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through FMP. --A continuing position for FMP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES. --FMP can be used only once during the sponsor's tour. Once used, the FM competes as a family member without preference (FMNP). --FMP does not apply to FMs of locally hired civilian employees or government contractors. -- FMP is lost when the spouse accepts or declines an offer of a continuing position to include a temporary position that is expected to last one year or more, or that is extended to last one year or more, or declines a job interview. 	Evidence of family member status (valid military ID card)

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
Family Member No Preference (FMNP) (Overseas)	Family members of locally hired DoD or NAF civilian employees, or A family member or spouse preference eligible who has lost military spouse or family member preference due to accepting or declining an offer of continuing employment. A continuing position for FMNP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES.	Evidence of family member status (valid military ID card)
Reemployed Annuitant (Overseas)	A former Federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).	Copy of your last SF-50 Notification of Personnel Action which indicates your retirement from civil service.
Student Employment	A U.S. student enrolled or accepted for enrollment as a degree seeking student, taking at least a half-time academic or vocational/technical course load in an accredited high/technical/vocational school, or a 2 or 4 years college or university, graduate/professional school, and meet your state's minimum employment age for minors and are either a US citizen or a permanent resident of the United States or otherwise authorized to be employed.	Transcript, letter from the educational institution
Summer Employment	US citizen interested in summer employment only, other than temporary employment described in non-status above.	None, except for position unique requirements

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
Family Member Youth Part Time (FMYPT) (Overseas)	The FMYPT Program is for high school students taking a full curriculum or college students taking at least 24 semester hours (or the equivalent) per school year. Family member spouses under 18 years of age who are attending high school and 14- to 23-year-old unmarried children, stepchildren, adopted children, and children under legal guardianship of the sponsor or spouse are eligible for employment in the FMYPT program if they reside in the same household with, and are family members of, a Member of the U.S. Forces on active duty; civilian employee of a U.S.	Evidence of family member status (valid military ID card)

DESCRIPTION OF VETERANS PREFERENCE: Use the chart below to determine your veterans' preference entitlements to complete item number 7 of the Supplemental Data Sheet. You may also go on-line and use the Veterans Preference Wizard at <http://www.dol.gov/elaws/vets/vetpref/choice.htm>.

Veterans	
Category	Eligibility Requirements
5-Point Preference	<p>Veterans are eligible for 5-points veteran's preference if any of the follow apply: Served: 1. During a war; or 2. During the period April 28, 1952 through July 1, 1955; or 3. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or 4. During the Gulf War from August 2, 1990, through January 2, 1992; or 5. In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference. 6. Retired at a rank lower than Major or Lieutenant Commander. A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.</p>
10 Point Disability	<p>7. Veteran is eligible for 10-point veterans' preference if the veteran served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs but does not qualify as a CP or CPS or 8. Veteran has received a Purple Heart</p>
10 Point Compensable (CP)	<p>9. Veteran is eligible for 10-point veterans' preference if the veteran served at any time and received a compensable service-connected disability rating of at least 10 percent but less than 30 percent.</p>
10 Point 30% or More Compensable (CPS)	<p>10. Veteran is eligible for 10-point compensable veterans' preference if the veteran served at any time and received a compensable service-connected disability rating of 30 percent or more.</p>

10 Point Other – Derived Preference	<p>Spouses, widows, widowers, or mothers of veterans are eligible for veterans' preference if one of the following categories is met.</p> <p>11. A spouse of a disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability. Such a disqualification may be presumed when the veteran is unemployed and is rated by appropriate military or Department of Veterans Affairs authorities to be 100 percent disabled and/or unemployable; or has retired, been separated, or resigned from a civil service position on the basis of a disability that is service-connected in origin; or has attempted to obtain a civil service position or other position along the lines of his or her usual occupation and has failed to qualify because of a service-connected disability. Preference may be allowed in other circumstances but anything less than the above warrants a more careful analysis.</p> <p>12. A widow or widower of a veteran who was not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; or died while on active duty that included service described immediately above under conditions that would not have been the basis for other than an honorable or general discharge.</p> <p>13. A mother of a veteran who died under honorable conditions while on active duty during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; and she is or was married to the father of the veteran; and she lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or she is widowed, divorced, or separated from the veteran's father and has not remarried; or she remarried but is widowed, divorced, or legally separated from her husband when she claims preference.</p> <p>14. A mother of a living disabled veteran if the veteran was separated with an honorable or general discharge from active duty performed at any time and is permanently and totally disabled from a service-connected injury or illness; and the mother is or was married to the father of the veteran; and lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or is widowed, divorced, or separated from the veteran's father and has not remarried; or remarried but is widowed, divorced, or legally separated from her husband when she claims preference.</p> <p>Note: Preference is not given to widows or mothers of deceased veterans who qualify for preference under 5 U.S.C. 2108 (1) (B), (C) or (2). Thus, the widow or mother of a deceased disabled veteran who served after 1955, but did not serve in a war, campaign, or expedition, would not be entitled to preference. 5 U.S.C. 2108 and 3309; 38 U.S.C. 5303A</p> <p>More information on veterans' preference can be found in the OPM VetGuide on OPM web site at www.opm.gov.</p>
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E-MAILING YOUR RESUME

1. DO NOT send resume as an attachment, just include the resume and supplemental data in the body of the e-mail. **Attachments will not be accepted.** If you are typing your resume in a word processing package, such as Word or WordPerfect, highlight the resume on the screen, then copy and paste into the body of an e-mail message.
2. Place the word **RESUME** in subject line (Note: The subject line of your e-mail should only contain the word Resume. It can be typed in lower or upper case. Please **do not** type any other heading in the subject box (e.g. Resume for Mr. Smith, Resumes, Resume Submittal).
3. Include Supplemental Data with your resume as shown in the sample below. Failure to submit supplemental data may result in your not receiving consideration. Complete questions 14-21 if you are interested in overseas positions. View questions under the tab "Supplemental Data".
4. **E-MAIL to:** resume@cpsrxt.p.belvoir.army.mil

JOHN Q JONES

987 Northeast Blvd (Home Address Only)

Aberdeen, MD 21001

410 272 1234 H

(Home Phone Number)

410 306 8765 W

(Work Phone Number, Commercial)

272 8765 DSN

(Work Phone Number, Defense)

Typing: 40 WPM (If applicable) (Use exact speed, do not use a range)

Steno Dictation Speed: 120 WPM (If applicable) (Use exact speed, do not use a range)

EXPERIENCE

01/21/92 - Present, 40 Hours per Week, Chemical Operations Specialist, WG-8738-05/06, \$15.86 PH, Promoted to WG-06 in Jun 93. US Army, White Sands, NM, MAJ Johnson, 275-6753. Training instructor at Missile Base, Nuclear Biological Chemical School. Set up and schedule classes for training. Training topics include Nuclear Biological Chemical warfare clothing, decontamination, detection and alarm systems, and proper movement and storage of Nuclear Biological Chemical agents.

04/02/91 - 01/20/92, 40 Hours per Week, Assistant Marketing Manager, \$28,540 PA, Chesapeake Crab Factory, 67 Dock Street, Northeast MD 21007, Jim E. Dean, (410) 284-8843. Responsible for nationwide marketing campaign for Chesapeake Crabs. Wrote and directed radio and television advertisements. Wrote and edited newspaper and magazine articles on the health benefits of eating more crab. Traveled throughout North America to promote and sell Chesapeake Crab products. Increased nationwide crab consumption by 38%.

EDUCATION

AA., World History, Tampa Community College, Tampa FL 38654, May 86, GPA 3.75

SPECIALIZED TRAINING

Nuclear Biological Chemical Training, 1991; Decontamination Procedures 1992; 1993

LICENSES/CERTIFICATES OTHER INFORMATION

Fluent in the German language, Military Drivers License 1991

Begin Supplemental Data

John Q. Jones

123-45-6789

1. U.S. Citizen
2. Yes, Yes, Northeast CPOC
3. WG-06, 12 months, 06/01/1993 to present
4. 10/30/2002, Yes
5. 03/01/1982 to 03/31/1987
6. No
7. Yes, 5 point
8. In-service Army eligible
9. 12/15/1954
10. Male
11. Hispanic
12. Full-Time
13. Permanent

Complete questions 14-21 if you are interested in overseas positions. View questions under the tab "Supplemental Data".

HOW TO SELF-NOMINATE

You may self nominate at any time during the open period of a vacancy announcement.

You may self-nominate in a variety of ways:

1. Self-Nominations through the Vacancy Announcement Board (<http://www.cpol.army.mil> click on Employment, then Army's Vacancy Announcements) will be posted automatically to the centralized Resumix database with on-line confirmation.
2. E-mail your self-nomination information to selfnom@cpsrxtb.belvoir.army.mil. DO NOT send the Self-Nomination Form as an attachment, just include the requested information in the body of the e-mail.
3. Complete the Self-Nomination Form on the next page and mail or fax it to the address indicated on the form.

Note: You will receive an automatic acknowledgement receipt for properly e-mailed self-nominations. No acknowledgements for mailed or faxed self-nominations.

RESUMIX SELF-NOMINATION FORM

RESUMIX SELF-NOMINATION FORM	
DATE: _____	
Name: _____	SSN: _____
Announcement Number: _____	
Position Title, Pay Plan, Series, and Grade of Vacancy: _____	
Work Phone Number: _____	Home Phone Number: _____
Email Address: _____	
Complete the following items that are applicable to the vacancy announcement:	
Lowest Grade Acceptable (complete for multiple grade level positions only): _____	
<u>E-mail Info to:</u> selfnom@cpsrxtp.belvoir.army.mil	
OR	
<u>Mail Form to:</u> Northeast Civilian Personnel Operations Center Central Resume Processing Center 314 Johnson Street Aberdeen Proving Ground, MD 21005-5283	
OR	
<u>Fax Form to:</u> (410) 306-0229 or (410) 306-0139	
PRIVACY ACT STATEMENT	
This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), 31 Dec 1974 for individuals completing Federal records and forms soliciting personal information. AUTHORITY: Sections 1302, 3301, and 7201 of Title 5 U.S. Code	
This information will be used to update your Resume for employment purposes. Collection of your Social Security number is authorized by Executive Order 9397. Furnishing the information on this form, including your Social Security Number is voluntary, but failure to do so may result in non-referral.	

CONTACT INFORMATION

Contact Us Use the following email addresses to contact us for:

Purpose of Contact	Contact Information
Resumes - Use this email address to submit electronic resumes (If not using the Army Civilian Resume Builder.)	resume@cpsrxtp.belvoir.army.mil
Inquiries - Use this email address to ask questions related to application procedures or questions regarding your consideration. Do not send your resume to this address!	applicanthelp@cpsrxtp.belvoir.army.mil
Self-nominations - Use this email address to submit self-nominations. Refer to the guidelines for submitting self-nominations .	selfnom@cpsrxtp.belvoir.army.mil or fax to (410) 306-0229

PRIVACY ACT STATEMENT

The information requested in this brochure is pursuant to Public Law 93-579 (Privacy Act of 1974), 31 Dec 1974 for individuals completing federal records and forms soliciting personal information.

AUTHORITY: Sections 1302, 3301, and 7201 of Title 5 U.S. Code

The information requested in this brochure will be used for employment purposes. Collection of your Social Security Number is authorized by Executive Order 9397. Furnishing the information requested, including your Social Security Number, is voluntary, but failure to do so may result in non-referral.